



Metropolitan Organization to Counter Sexual Assault

Job Title: **Grant Writer (Part-Time)**
FLSA Status: Non-exempt
Department: Development
Reports to: Director of Grant Development

Since 1975 Metropolitan Organization to Counter Sexual Assault (MOCSA) has been an essential part of the Kansas City metro. Our mission is to improve the lives of those impacted by sexual abuse and assault, and to prevent sexual violence in our community. We are seeking a grant writing professional with strong interpersonal skills, a commitment to our mission and the ability to thrive in a deadline driven role.

SUMMARY

This position is responsible for the writing, submitting, and reporting of private grants and some government grants.

JOB OBJECTIVES

- I. Writes and submits private grant applications and contributes to government grant projects as assigned by their supervisor, Director of Grant Development, including writing proposals, coordinating the application process with staff and reviewing project budgets.
- II. Researches federal, regional, state and local funding opportunities to locate revenue sources that match identified agency needs and supports the strategic plan.
- III. Inputs information into donor database to track all grant activity including application submissions, status of submission, and reporting information.
- IV. Ensures agency is in compliance with and/or meets all grant requirements at the time of proposal submission.
- V. Assist in document filing, record retention, and record management for online and paper documentation for private and government grants.

The responsibilities described represent the primary responsibilities of the job. Other responsibilities may be assigned as warranted by business needs. The incumbent is expected to do all assigned responsibilities.

KNOWLEDGE/SKILLS/LICENSURE/CERTIFICATION

Minimum Qualifications

Bachelor's Degree and one year grant writing or combination of equivalent education

and experience. This position also requires a demonstrated track record of accuracy, quality and reliability. Must have knowledge of program evaluation. The position requires a proficient level experience with office computer systems including Microsoft Office Suite, technical writing and the ability to coordinate overlapping projects and deadlines.

Preferred Qualifications

Master's Degree
Raiser's Edge experience

PHYSICAL AND MENTAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

Work is typically performed in an office environment. While performing the duties of this job, employees are regularly required to sit, walk and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and lift up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

Mental Demands

While performing the duties of this job, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve non-routine and complex problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines with frequent interruptions; and interact with faculty, staff, administration, funders, and others encountered in the course of work.

WORK HOURS

This is a part-time position, 25 hours a week; business hours are Monday through Friday, 8:30 a.m. to 5 p.m. Occasional evening and weekend work may be required as job duties demand.

TRAVEL

Occasional travel throughout the Kansas City metropolitan area to perform duties.

BENEFITS

Vacation, Holiday, Sick Pay, 403(b) and Cafeteria program. MOCSA is an Equal Opportunity Employer committed to creating and supporting a diverse staff. The hourly rate for this position is \$18.00 - \$21.00 DOE.

APPLICATION INSTRUCTIONS

Please submit a resume, cover letter and application to [OnePoint](#).

